

1 November 1979

MEMORANDUM FOR: All Intelligence Branch Personnel  
Information Control Assistant  
Chief, Classification Review Division

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FROM: 

SUBJECT: Handling of OGCR and OER Studies

1. Economic and geographic studies, which make up the major portion of OGCR and OER jobs available for review, are frequently found to have distribution lists and other related materials in the same folder with the applicable study. The handling of such material has been the subject of the last two branch meetings. At last week's meeting it was decided that:

a. The studies are likely to be found in other files and, therefore, should be reviewed individually without regard to any accompanying correspondence.

b. Related correspondence, distribution lists, etc. will seldom appear in other record groups and should, therefore, be stapled together and treated as a unit. Reviewers will use the title "Related Material Report No. \_\_\_\_." Use the date of the most recent item as the document creation date, and place no information in the document identification number field.

2. Supplements to reports will be processed in the same manner as the basic report, using the document ID number and creation date as they appear on the report. The title will also be copied as it appears on the report. If, however, the title does not indicate the supplementary nature, reviewers will add the word "supplement" to the title following a slash mark.

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